

**caBIG**cancer Biomedical
Informatics Grid

CTMS Financial Billing SIG Teleconference Meeting Minutes

Meeting Date	Thursday, August 12, 2004 10 AM EDT												
Attendees:	<p>Working group coordinator: Harshawardhan Bal (Booz Allen Hamilton)</p> <p>Participants:</p> <table><tr><th>Name</th><th>Email</th><th>Center</th></tr><tr><td>Jill Kuennen (SIG lead)</td><td>jill-kuennen@uiowa.edu</td><td>Iowa</td></tr><tr><td>Joyce Niland</td><td>jniland@coh.org</td><td>City of Hope</td></tr><tr><td>Aaron Seib</td><td>aseib@ctisinc.com</td><td>CTEP</td></tr></table>	Name	Email	Center	Jill Kuennen (SIG lead)	jill-kuennen@uiowa.edu	Iowa	Joyce Niland	jniland@coh.org	City of Hope	Aaron Seib	aseib@ctisinc.com	CTEP
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Agenda	<ol style="list-style-type: none">1. Questionnaire (on study calendar) for Cancer Centers2. Starting Specifications												
General discussion points raised by participants:	<ol style="list-style-type: none">1. Concentrate on building the study calendar module as a first step2. To do #1, gather requirements from existing systems from various cancer centers such as UPMC, COH, etc.3. Compare workflows from centers who have financial billing systems with workflows from centers who have manual systems. This will be done by way of a questionnaire that will be distributed to the various cancer centers to get their feedback. Such a comparison will assist Jill Kuennen in creating a core set of requirements, which will in turn be used to create use cases and specs. Aaron provided a Word document containing brief summaries of existing Contract Management Solutions, which could possibly help the SIG during the design phase of the module.4. Discuss the results of this study in the upcoming F2F by which time there will also be a consensus on caBIG compatibility issues and this will lead to a design for the study calendar module that is caBIG compatible from its inception												

Action Items:	Create a questionnaire for evaluating existing study calendar systems used by various cancer centers and to define a core set of requirements for building the study calendar module
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